



Town of Stow Conservation Commission

380 Great Road
Stow, Massachusetts 01775

(978) 897-8615

FAX (978) 897-4534

conservation@stow-ma.gov

Request for Determination of Applicability Application Checklist

Please note that the Commission generally meets on the 1st and 3rd Tuesday of each month and hearing agendas are filled in the order applications are received. Applications must be received approximately two weeks before the scheduled hearing to allow time for legal notices. Contact the Commission at 978-897-8615 or conservation@stow-ma.gov to confirm available hearing dates and deadlines. Also please note that there is a 10 business day appeal period from the issuance of the decision. You may begin work at your own risk during this period. Links to forms are on our website.

Application Submittals – To Con Comm by hand delivery or Certified Mail

- ___ 1 Original and 4 copies of Completed DEP Request for Determination of Applicability Form (on Con Comm website) with description of work or resource areas
- ___ USGS Locus Map showing Location of Property in Stow. Locus maps can be made at MassGIS's OLIVER mapping site at http://maps.massgis.state.ma.us/map_ol/oliver.php
- ___ 5 copies of Site Plan(s)
- ___ Copy of Certified Abutters List (applicant mails to abutters via first class mail)
(NOTE: The Assessors may take up to 10 days to process requests for abutters lists and charge a fee for lists. You can request a list from the Assessing Office at Town Building)

You may mail abutters by regular mail. When your application is ready we can provide the one page notification of date/time/place of public hearing for your mailing.
- ___ Check to Stow Independent for \$65 (we will take care of placing the legal notice in the paper)
- ___ Check to Town of Stow for \$35 plus \$2 for each abutter for Local Wetlands Bylaw Fee
- ___ Affidavit of Mailing to Abutters (available on our website)
- ___ Also send one copy of application to:
Massachusetts DEP Central Regional Office, 8 New Bond Street, Worcester, MA 01606